

**STATE BOARD OF ELECTION COMMISSIONERS’
GUIDELINES
FOR THE APPOINTMENT OF
CERTIFIED ELECTION MONITORS
(Effective September 19, 2003)**

Pursuant to Arkansas Code Annotated § 7-4-101, the State Board of Election Commissioners (Board) has the authority to appoint certified election monitors to any county upon a signed, written request under oath filed with the Board and a determination by the Board that appointing a monitor is necessary. Certified election monitors shall serve as observers for the purpose of reporting to the Board on the conduct of the election, and the Board may allow for reasonable compensation. The following guidelines have been developed to set forth the procedures for the appointment of certified election monitors.

Who May File a Request

Any person alleging a violation of any election law under the investigative jurisdiction of the Board may request the appointment of a certified election monitor.

Form of Request

The request for the appointment of a certified election monitor must be in writing, notarized, signed, and sworn by the Requestor (see Attachment “A” for a sample format of a request for the appointment of a certified election monitor).

The request must clearly state the alleged election irregularities or illegalities, when and where the alleged activity occurred, and provide any supporting facts surrounding the allegations.

Filing a Request

A request for the appointment of a certified election monitor should be filed with the Board as far in advance of the election as possible. All requests received within seven (7) calendar days prior to an election, will be processed only if exceptional circumstances prevented an earlier filing of the request with the Board.

Processing a Request

Upon receipt by the Board of a request for the appointment of a certified election monitor, the Director shall determine if the request meets the requirements of a valid request as set forth above.

If the Director determines that the request does not constitute a valid request, the Requestor will be advised of such in writing.

If the Director determines that the request constitutes a valid request, the request will be presented to the Board for determination of the necessity for appointing a certified election monitor.

If the Board determines the necessity for appointing a certified election monitor, the request will be fulfilled based upon the availability of resources.

Every request for the appointment of a certified election monitor will be evaluated on a case-by-case basis.

Qualifications of Election Monitors

Election monitors certified and appointed by the Board shall be qualified electors of this state, able to read and write the English language, and shall not have been found guilty or pled guilty or nolo contendere 10/6/2003 to the violation of any election law of this state. No election monitor shall be a paid employee of any political party, a paid employee of any person running for any office, married to or related within the second degree of consanguinity to any candidate running for office in the current election, or a candidate for any office to be filled at any election while serving as a monitor.

Certification of Election Monitors

No person may serve as an election monitor without prior training, approval, and certification by the Board. The executed "Authorization to Serve as a Certified Election Monitor for the State Board of Election Commissioners" form (Attachment "B") must be presented to the chief election official at the polling or counting location and shall serve as confirmation of certification by the Board.

Duties of Election Monitors

Certified election monitors shall:

- Maintain strict impartiality in the conduct of duties and at no time express any bias or preference in relation to parties, candidates, or any contentious issues in the election process,
- Undertake duties in an unobtrusive manner and not interfere with the election process, polling day procedures, or the vote count,
- Carry the prescribed identification issued by the State Board of Election Commissioners and provide identification to any interested authority upon request,
- Avoid display or wearing of any partisan symbols, colors, or banners,
- Base all observations on well documented, factual, and verifiable evidence,
- Refrain from making any comments about observations to the media or any other interested persons and limit all remarks to general information about the nature of the activity as an observer,
- Prepare a post-election report for submission to the State Board of Election Commissioners.

Compensation

Each certified election monitor shall receive for their services the sum of not more than one hundred dollars (\$100.00) per day, plus mileage reimbursement at the rate prescribed for state employees in state travel regulations.

**REQUEST
FOR THE APPOINTMENT OF A
CERTIFIED ELECTION MONITOR**

STATE OF ARKANSAS

COUNTY OF _____

I, _____, being of sound body and mind, do hereby solemnly swear under oath this _____ day of _____, _____, that the following statements and comments are true and correct to the best of my knowledge.

Use this section of the request to furnish details (i.e., the nature of the alleged election irregularities or illegalities, when and where the alleged activities occurred, any supporting facts surrounding the allegations).

I swear that the information contained herein is true and correct to the best of my knowledge.

Signature of Requestor

Home Address

City, State, Postal Code

Day Phone

Subscribed and sworn to before me, a Notary Public, on this _____ day of _____, _____.

Notary Public

My Commission Expires:

(Enclose with the request, any supporting documentation or relevant evidence)

Attachment "B"

**AUTHORIZATION TO SERVE AS A
CERTIFIED ELECTION MONITOR FOR
THE STATE BOARD OF ELECTION COMMISSIONERS**

This is to certify that _____ is a certified election
monitor representing the State Board of Election Commissioners pursuant to Arkansas Code
Annotated § 7-4-101 in the _____ Election, for the
purpose of serving as an observer and reporting to the Board on the conduct of the election at the
_____ polling/counting location
in _____ County, Arkansas.

Signature of the Director
State Board of Election Commissioners

Date

Signature of Certified Election Monitor

Date